



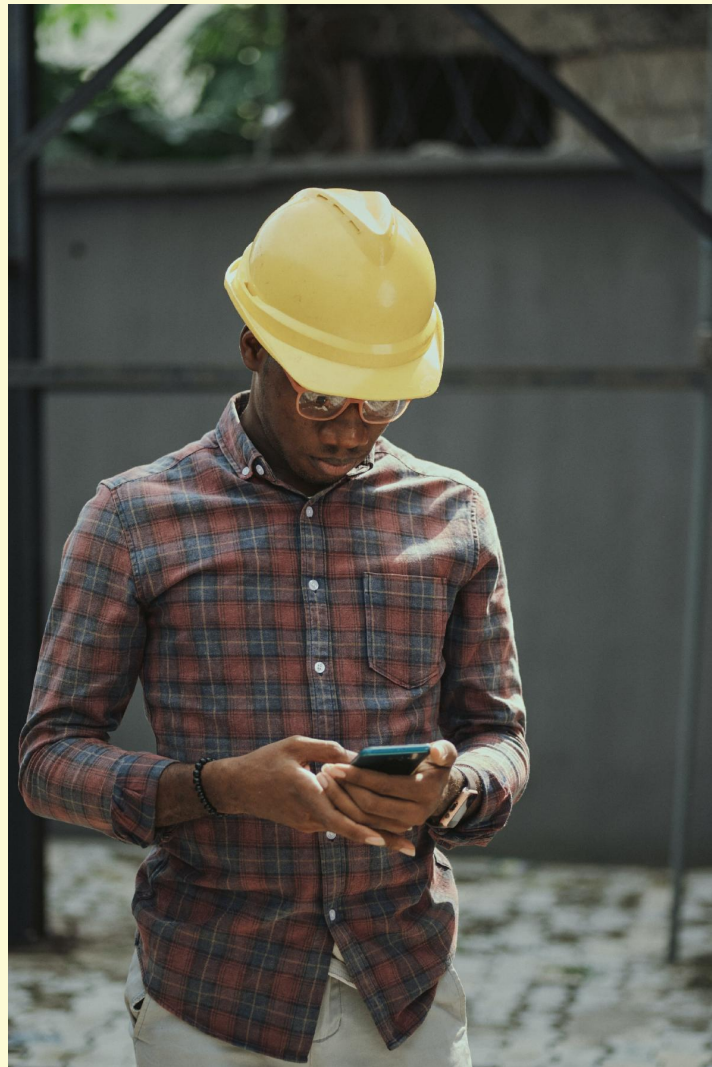
Mid-Valley Musings

Your WorkSource Oregon Business Services Resource

Work Ready - Tools for Job Seekers, Candidates for Employers

Here at WorkSource Oregon, we have two equally important groups of customers, job seekers and employers. The eternal challenge is connecting the two to make meaningful and successful hiring decisions.

Work Ready is a statewide program that's designed to address the needs of both parties.



At its core, **Work Ready** is a voluntary program that gives job seekers a roadmap to follow to maximize their chances to work in their clearly defined career

objective, as well as having a larger, more prepared candidate pool for employers. They do so by addressing the **following 8 criteria**:

- **Clear Career Objective** – Customer understands the industry and/or type of work they are seeking, including wages needed to be self-sufficient, and has a clear path forward for meeting those goals.
- **Complete iMatchSkills Registration** – Customer's registration has been reviewed for overall accuracy, thoroughness and attention to detail.
- **Job Search Basic Materials Covered** – Customer has the necessary information to complete a basic employment application to include job titles, dates of employment; names and contact information of prior supervisors; professional references and contact information; and education.
- **Current Resume Reviewed** – Customer's resume is up to-date and error free; targeted to a specific occupation and/or industry; includes a professional email address and any relevant social media sites like LinkedIn; contains work history and relevant education and training; and the format allows the reader to quickly identify relevant qualifications and experience.
- **Core Employment Skills** – Workplace math, reading and problem-solving that are valued by employers across diverse industries. Customer has demonstrated these skills through Work Related Skills Review, National Career Readiness Certificate, high school diploma or equivalency, post-secondary education, employment history, including volunteer experience, vocational training, or industry credentials/certifications.
- **Interview Readiness** – Customer has appropriate clothing for type of work they are pursuing; displays confidence and a positive enthusiastic attitude; maintains eye contact when listening and responding to inquiries; uses appropriate language and is respectful of others time; and can articulate their skills, strengths and background as it relates to the type of work they are seeking.
- **Soft Skills Readiness** – Customer demonstrates initiative and personal accountability; effective communication skills; capacity to work collaboratively; follows instructions and receives feedback well; and understands their personal strengths and limitations.
- **Barriers Addressed** – Customer has child care, transportation, communication (voicemail set up and appropriate professional email), appropriate hygiene for worksite and clothing needs met.

These criteria are evaluated by our Career and Exploratory staff, in the WorkSource Centers when performing Welcome Conversations. Job seekers are told of the program and are offered participation if interested and they commit to ongoing engagement with WorkSource staff. Once staff has determined that a job seeker has met all the benchmarks listed above, their account is flagged in iMatchSkills as "Work Ready."

In the Mid-Valley, we have two staff who have taken on the role of Work Ready Champions, their role is to



review the profiles of Work Ready completers and to verify that all the criteria has been met, following up with staff if there are additional steps or information needed from the job seeker and referring job seekers to the appropriate Business Services staff member.

Business Services staff review the list of completers regularly to see if any of them fulfill requirements of current recruitments that they are managing and/or work to reach out to the businesses they have built relationships with through outreach and networking to see if there may be a fit in their organizations.

It's our belief that a job seeker who works with this program will be better equipped to succeed in their chosen field and assist them in obtaining employment in a quicker timeframe, decreasing time that some may spend on unemployment and filling employer's needs in a timely manner.



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